

I/DD Waiver - Side by Side Responsibilities

Service Coordinator (SC)	Resource Consultant (RC)
Complete the Interdisciplinary Team (IDT) meeting within 7 calendar days from when the participant receives an IDD slot	
Upload the Freedom of Choice form to CareConnection within 2 days of receipt of the form	
Develop and finalize the Individual Program Plan (IPP) within 30 days	
Upload the IPP to CareConnection and request the authorization units through CareConnection within 14 days from the IPP meeting	
	Complete the Personal Options Enrollment meeting and develop the initial Spending Plan within 14 days from the receipt of participant's budget authorizations. This includes educating participant and their representatives regarding roles, responsibilities; completing tax and program paperwork; discussing spending plan; completing worker orientation and paperwork
	Review participant's paperwork and their worker's paperwork and certifications before submitting for processing
	Assist with Employer Identification complications
	Develop the initial Spending Plan and send copies of approved Spending Plan to the participant and upload it to CareConnection
Assist with obtaining legal representative when needed. Send copies of legal representation to PPL RC. Upload legal representative paperwork to CareConnection	

	Maintain documentation showing compliance with House Bill 2885
Monitor the participant's health and welfare	Monitor the participant's health and welfare
Complete and document monthly home visits with the participant and/or their representative.	Complete and document monthly phone calls with the participant and/or their representative.
Update the IPP at the 6 month visits or when needed	Complete and document 6 month visits with the participant and their representative if applicable
Request Budget modifications through CareConnection	Update Spending Plan when needed, send copies of approved Spending Plan to the participant and upload it to CareConnection
	Assist the participant and their workers with their budget allocations, timesheet, and payment issues
Assist the participant with annual financial eligibility review	Assist with claim denials and financial eligibility review
	Assist with information and assistance for resources and educational materials
	Assist workers with certification renewal (CPR/FA, Criminal Background Check, training). Provide program materials and resources to participant and their workers
	Prepare documents and information for Medicaid Fraud Unit if needed
Submit WV Personal Care Request for Dual Services as needed	
Attend Dual Service initial meeting and 6-month visit	Attend Dual Service initial meeting and 6-month visit if requested

Assist with filing grievances, complaints, and hearing request	
Report hospitalizations, nursing home placements to PPL RC	Report to PPL Administration and SC if no direct care services has been billed for 30 days
Request participant's hold through CareConnection and inform PPL RC	
Report participant's death, incidents, abuse, neglect, fraud, and exploitation to APS, IMS, and PPL RC	Report participant's death, incidents, abuse, neglect, fraud, and exploitation to the SC, PPL Administration, and IMS and/or APS if SC is not available
	Submit Fraud referral to Medicaid Fraud Unit
Assist the participant with completing and submitting transfer request or Freedom of Choice form	
Submit the Discharge form to Kepro and discharge the participant within 7 days and inform PPL RC: <ul style="list-style-type: none"> - Participant becomes financial ineligible - Participant becomes medical ineligible - Participant no longer desires services - Participant becomes deceased - Participant becomes non-compliant - Participant does not access at least 1 service unit each month 	Submit an internal Closure Request to PPL Administration